

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
Children's System of Care – Adult System of Care  
Service Area 8 Specialized Foster Care (SFC) South County Unit**

***TRANSFER OPPORTUNITY*  
Intermediate Typist Clerk  
THIS IS NOT AN OFFICIAL EXAMINATION**

**RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Service Area 8 Specialized Foster Care Co-located Unit at South County seeks to hire a qualified **Intermediate Typist Clerk (ITC)** to work as key member of a busy and dynamic Specialized Foster Care team within the County of Los Angeles. The Department's Specialized Foster Care Co-located Program grew out of the Katie A. Settlement Agreement of 2003. The goal of Specialized Foster Care Co-located Units is to assure that timely mental health services are provided to children and their families referred by the Department of Children and Family Services.

**EXAMPLES OF DUTIES:**

- Completing Service Request Logs expeditiously
- Processing referrals into IBHIS
- Data Entry
- Reviewing billing for errors and posting appointments in IBHIS
- Processing closed referrals
- Processing new hires
- Collecting information to complete Patient Financial Information forms (PFIs)
- Maintenance of records on IBHIS and remaining IS paper charts
- Obtaining and scanning case documents into IBHIS
- Providing technical IBHIS support to the unit
- Completing reports and other clerical tasks as directed by the supervisor

**DESIRABLE QUALIFICATIONS:**

- Possess at least one year experience working as an ITC in a directly operated clinic, or SFC unit
- Excellent organizational, verbal, written, and interpersonal skills. Must have the ability to communicate and work closely and effectively with fellow team members, DCFS, and the SA 8 Administrative team
- Be detail oriented, able to meet short deadlines, able to work at a very fast paced office, and able to manage high quantities of work
- Possess strong IBHIS skills
- Highly energetic, flexible, quick learner, and able to quickly adapt to frequent change.

**Louis F. Suncín, Jr., LCSW, Mental Health Clinical Program Head  
SA 8 SFC and MAT Programs  
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**AN EQUAL OPPORTUNITY EMPLOYER**